



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON STUTTGART  
UNIT 30401  
APO AE 09107

IMSG-ZA

11 Dec 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Stuttgart Incentive Award Processing Procedures

**1. References:**

- a. AR 215-3, Nonappropriated Fund Personnel Policy.
- b. AR 672-20 Incentive Awards.
- c. IMCOM Regulation 672-10, Incentive Awards Program for Military and Civilian Personnel.
- d. AE Regulation 672-10, Civilian Personnel Incentive Awards in IMCOM-Europe.
- e. AE Regulation 690-672, Monetary & Awards of Local National Employees in Germany.
- f. AE Regulation 690-672G, Leistungsprämien und ehreuszeichnungen fuer ort.

**2. Applicability:** This memorandum of instruction applies to all USAG Stuttgart civilian professionals, including local national (LN), appropriated fund (APF) and nonappropriated fund (NAF), and supervisors of these civilian professionals.

**3. Purpose:**

- (1) To provide guidance in recognizing outstanding achievements, both service and performance, in a fair and equitable manner.
- (2) Ensure the use of the Incentive Awards Program (examples of incentive awards; monetary, time off, length of service recognition, honorary and Army Professional of the Quarter/Year recognition) to recognize exemplary, non-routine accomplishments.
- (3) Ensure the timely submission of performance evaluations and the use of a Garrison Performance Award Review Board (GPARB).
- (4) Further delegate approval of incentive awards.

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#### **4. Responsibilities:**

##### **a. Directorate of Human Resources (DHR).**

- (1) Maintain administrative control over the garrison award processing procedures.
- (2) Provide advice and assistance to the Garrison Commander (GC), Deputy to the Garrison Commander (DGC), Command Sergeant Major (CSM), Directors/Special Staff Managers and their representatives.
- (3) Process awards for GC approval, or higher-level approval.
- (4) Coordinate the Quarterly Town Hall and Award Presentation.
- (5) Establish the exact date for the APF/LN GPARB each quarter, NLT 90 days after the close of a rating cycle. A board recorder will be appointed to take notes/minutes and ensure submission of all approved performance awards through the appropriate systems.

##### **b. Directorate of Family and Moral, Welfare and Recreation (DFMWR).**

- (1) Process all NAF awards according to all applicable references and command guidance.
- (2) Ensure performance awards are done on a cyclical rating, performance-review process. NAF fund employees who are rated "outstanding", "excellent" or "satisfactory" on DA 3612 are eligible for sustained superior performance award for any 12-month period of service.
- (3) Ensure a separate performance award review board is conducted for NAF employees.

##### **c. Resource Management Office.**

- (1) Establish award funding limits for each Directorate and Special Staff Office and provide the number of Quality Step Increases (QSI) authorized for their respective Directorate for each fiscal year.
- (2) Grant final approval on monetary awards.

##### **d. Directors, Special Staff Managers, Nominating Officials, Supervisors and Leaders.**

- (1) Directors and Special Staff Managers will approve incentive awards (Time Off Awards and On the Spot Awards) as delegated in paragraph 5 below.

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(2) Directors and Special Staff Managers will manage the costs associated with executing the incentive award program.

(3) Directors and Special Staff Managers will track performance awards given throughout the year. Performance award and QSI requests will be submitted to the DHR Administrative office (usarmy.stuttgart.imcom-europe.mbx.usag-stuttgart-dhr-admin@mail.mil) for submission to the GPARB within 45 days after the close of a rating cycle for NAF, APF, employees. LN employees performance awards may be submitted no later than 30 April yearly (not less than 12 months, the 12-month or greater period need not be within a specific fiscal or calendar year for LN employees) to the GPARB.

(4) Nominating Official will submit all recommendations for incentive awards through the supervisory chain of command.

(5) Supervisors should consider and comment on the level of award appropriate for a given achievement or service.

(6) Supervisors are required to ensure the presentation of an approved honorary award is conducted in a timely manner. Available venues include the quarterly Garrison Town Hall, workplace presentation, farewell event or other ceremony. All awards to be presented at quarterly Garrison Town Halls will be coordinated with the DHR office.

(7) Supervisors will ensure submission of incentive award nominations for APF and LN employees are prepared on a DA Form 1256, include a written justification and be approved by the corresponding approval authority. Once approved by the appropriate authority, the requesting office will submit all awards for APF employees through AutoNOA in the Defense Civilian Personnel Data System (DCPDS) through Civilian Personnel On-Line (CPOL). Once the action has been authorized in AutoNOA, it must be routed through the Resource Management Office (RMO) for final approval before it will be forwarded for payment. If AutoNOA is not able to be used for a given employee, a standard performance award will be initiated in DCPDS instead. The approved DA Form 1256 and justification will be retained locally by the nominating office.

(8) Supervisors will ensure submission of incentive award nominations for NAF employees are prepared on a DA Form 5167, include a justification and submitted through the DFMWR Financial Management Division (FMD), Director DFMWR and/or Garrison Commander (depending on corresponding approval authority), and then to Civilian Personnel Advisory Center (CPAC) NAF Human Resources Office (HRO) along with a Request for Personnel Action (RPA).

(9) Supervisors must ensure approved time off awards (TOAs) for APF, LN, and NAF employees are scheduled and taken in a timely manner. Supervisors will not direct that TOAs be used at a specific time or on a specific day, whether for an individual or a group of employees.

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**e. Incentive Award Board (IAB).**

(1) The Incentive Award Board (IAB) will be comprised of the Director or the Special Staff Manager, and/or the Garrison CSM, the DGC, and the GC; the minimum number of personnel (based on approval authority as delegated) to approve the incentive award.

(2) All incentive awards (monetary, career service recognition, time off, & honorary) will be reviewed and a recommendation provided by each member of the IAB to the approval authority as delegated or authorized by regulation.

**f. Garrison Performance Award Review Board (GPARB).**

(1) The GPARB will be chaired by the DGC or another Director within the Garrison at the discretion of the Garrison Commander and will review all APF and LN performance award recommendations for each rating cycle.

(2) The members of the GPARB will be all available Directors and Special Staff Managers, excluding the DFMWR, and the EEO Manager who provides advice to the GPARB as needed.

(3) All performance award recommending officials (Senior Rater) must be at least one supervisory level above the nominating official (Rater), or the Garrison Commander. All monetary, QSI or honorarium recommendations will be submitted on a DA 1256, the front of the completed evaluation DA 7222 or DA 7223, or spreadsheet from the nominating official. APF employees who are rated at successful levels 1 or 2 in the Total Army Performance Evaluation System (TAPES) will be eligible for a performance award. Performance awards may also be used to recognize sustained high-level performance by LN employees over a specific period not less than 12 months (AE Reg 690-672, para 6c). For APF employees the completed performance evaluation will be submitted for review by the GPARB; for LN a completed DA 7222-1, support form with part c. filled in and signed by the employee will be submitted. Performance awards will be reviewed and approved by the GPARB and/or the Garrison Commander.

**5. Procedures:**

**a. Monetary Awards.**

(1) **Special Act or Service Awards.** This award recognizes a meritorious personal effort, act or service, or other achievement accomplished within or outside assigned job responsibilities. Nominations should be initiated within 30 days after the achievement to be recognized and will be forwarded to the approval authority based on amount recommended.

(2) **On-the-Spot Cash Awards.** Given for achievement or performance which contributed to the accomplishment of an USAG Stuttgart mission. Nominations should be

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initiated within 30 days after the achievement to be recognized. **Approval of up to \$500 is delegated to the DGC, Directors and Special Staff Managers.** All approving officials must be at least one supervisory level above the nominating official, or the Garrison Commander.

**b. Honorary Awards.** Listing of and criteria for honorary awards are explained in AR 672-20. All honorary award nominations must be submitted on a DA 1256, include a written justification for the period of service to be recognized (in Word format) and coordinated with the DHR. All U.S. honorary award nominations require Equal Employment Opportunity (EEO) and CPAC Civilian Personnel Officer certification and must be routed through both EEO and CPAC. LN honorary award must have prior approval from the relevant embassy or local authority. The list for awards requiring embassy approval can be found in AER 690-672 at Appendix B and must be routed through CPAC for processing.

**c. Time-off Awards (TOAs).** Given for achievement or performance which contributed to the accomplishment of an USAG Stuttgart mission. **Approval of up to 40 hours is delegated to the Deputy to the Garrison Commander, Directors, and Special Staff Managers.** All approving officials must be at least one supervisory level above the nominating official, or the Garrison Commander.

(1) LN employees may be given TOAs of up to ten working days during one calendar year without being charged leave. A Time-off Award of up to five workdays may be granted for a single contribution. TOAs of less than one day may not be granted. The time off must be taken either within the current calendar year or within the first three months of the following calendar year; otherwise, it is forfeited. A TOA of two or more days may be taken in one day increments if so desired by the employee and approved by management. **Approval of up to five days is delegated to the DGC, Directors and Special Staff Managers.** All approving officials must be at least one supervisory level above the nominating official, or the Garrison Commander.

(2) TOAs may be used alone or in combination with monetary or nonmonetary awards to recognize the same employee contribution. When an employee has received a TOA, financial compensation in place of the time off is not authorized.

**d. Career Service Recognition.** Length-of-service (LOS) awards are used to recognize all Federal civilian and military service in five-year increments, from five to 50 years, provided that one year of total service has been served as a civilian employee. A certificate will be provided for every five years of service and will include a pin. In addition to a pin and a certificate, LN employees completing 20 to 50 years of service are eligible for other entitlements (AE Reg 690-672, para7). For NAF employees, the last full year of service must have been as a NAF civilian employee of the Department of the Army. LOS list can be obtained from DHR, CPOL online, CPAC or the CPAC NAF HRO.

(1) The Garrison Commander will sign 5 to 35 years of service awards.

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(2) For 40 or more years of service, the LOS award must be requested from HQ, IMCOM. Directors and Special Staff Managers should coordinate with the DHR to facilitate this process as required.

**d. Performance Awards.** Performance awards can be either monetary awards, TOAs or Honorarium based on annual evaluations and will be processed according to AR 215-3 for NAF; AR 672-20 and AR 690-400 for APF.

(1) Performance based monetary awards for APF employees and NAF employees may not exceed five percent of the employee's base pay, minimum of .5% (with a \$200 minimum). Funding limits must be followed as established by higher headquarters. When the Commander is the rating supervisor, higher review or approval of the award is not required (unless the dollar amount of the award exceeds the Commander's delegated approval authority).

(2) Employees may receive a QSI or monetary award for performance, but not both.

(3) The DGC and/or Commander will approve all QSIs. Employees with exceptional ratings of record (level one) and who have demonstrated sustained performance at that level are eligible for a QSI so long as the employee has not received one in the previous 52 weeks. QSI nominations should be reviewed to ensure the proposed recipient has not been compensated with other monetary awards for the same accomplishment or contributions and to ensure funding availability.

**f. Army Professional of the Quarter/Year recognition.**

(1) The objective of the program is to identify and recognize the important contributions of the civilian workforce within the USAG Stuttgart. Employees should be recognized for extraordinary daily accomplishments that enhance the mission

(2) Each Director and Special Staff Manager will support the program and may submit a minimum of one civilian nominee per quarter.

(3) Nomination packets must be submitted through the appropriate Director or Special Staff Manager to the DHR no later than the fifth duty day of January, April, July and October. Nominations will be submitted electronically, to include the items outlined below:

(a) Name, Grade, Duty Position, Directorate. Candidate must have been a USAG Stuttgart employee the entire period covered.

(b) Nomination must address the employees' specific accomplishments and their impact on the Garrison mission; specifically addressing cost savings, productivity/process improvements, performance of everyday duties, special projects and recognition during the period when applicable. (Include external commendations by name.)

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(c) Nomination will not exceed two double-spaced pages.

(4) The DHR will implement the program and chair Army Professional of the Quarter/Year Selection Boards consisting of all Directors, Special Staff Managers and the Leader and Workforce Development Council. The DHR will determine the exact members of each board.

(5) The DHR will forward all recommendations by email for review and voting. The DHR will collect the results and present them to the Garrison Commander and DGC for final approval.

(6) Quarterly winners will be announced at a Garrison Awards Ceremony following the cutoff date. The four quarterly award winners will be considered for the Army Professional of the Year award. The award will be announced at the first Garrison Awards Ceremony of the calendar year.

## **6. Award Submission:**

a. Award Submissions within the Garrison. Nomination packages for award approval and signature of the Garrison Commander must be provided to the DHR for review and processing. All awards to be presented at the Garrison Quarterly Awards Ceremony must be submitted in accordance with published deadlines for that event.

b. Award Submissions to IMCOM-Europe, IMCOM and DA. Nomination packages for awards to IMCOM-Europe and higher will include a justification, a proposed citation, a list of previous awards, when required for higher level approval the nominee's biography, and a draft memorandum for the Director of IMCOM-Europe to sign. If a submission deadline cannot be met, a "letter of lateness" must be submitted by the nominator for inclusion with the award nomination packet.

## **7. Restrictions:**

a. A single act or achievement will not serve as the basis for more than one monetary award or a second honorary award. However, a monetary and an honorary award may be given to employees for the same act or achievement if the criteria for each award are met and is approved by the Garrison Commander. Nominations for honorary awards must follow a progressive sequence of recognition unless a lower-level award would be inappropriate.

b. Contractors are not eligible for monetary, honorary, or public service awards. Organizations may recognize contract employees by preparing a letter of commendation or by sending a letter to the employing contractor through the contracting officer's representative recommending appropriate recognition.

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**7. Point of Contact:** Questions or comments about the policy or procedures in this memorandum should be addressed to the USAG Stuttgart DHR.

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